

Outline

Topic: How to write an essay

I. Introduction

- A. Why we write essays (situations)
- B. Writing essays is easy if you know the basic structure and formula
- C. Will talk about THREE steps to writing essays

II. Body

A. Pre-writing

- 1. Planning is important to make sure we have enough ideas
- 2. Planning helps us not repeat ideas
- 3. Planning helps us see how our ideas move smoothly and logically
- 4. First step is to make an outline
- 5. When we make an outline, we list out the ideas that will go in each paragraph along with supporting details

B. Writing

- 1. After we make the outline, we put those ideas into complete sentences.
- 2. Don't worry about grammar and spelling too much right now.

C. Editing

- 1. Last step is to read the essay and check for mistakes in spelling and grammar.
- 2. Reading out loud will help us find mistakes
- 3. Always leave at least a few minutes in timed essays for editing

III. Conclusion

- A. Many students think writing essays is difficult, but all essays follow a similar pattern
- B. If you know the pattern, writing essays is easy.
- C. The steps include planning, writing, and editing
- D. If you follow this process, you will write excellent essays